



Working at HVCC

Helpful things to know about HVCC
and being part of our team.

What are the hours?

We strive to provide a lot of flexibility in your HVCC schedule.

We currently offer 3 day weekends (Saturday-Monday). Our office is closed during all school holidays and snow days. So, generally speaking, all of the major holiday breaks and snow days are days you get off.

We are an after-school program, so you get your mornings for you and work later into the evenings. An average schedule is 10 to 7 Tuesday through Thursday and 8 to 5 on Fridays.

Our summer program runs 3 days per week - Tuesday through Thursday 7:30 to 6:00. We are off the week of July 4th and a week in August.

Is classroom experience necessary?

This is complicated. We work with a wide variety of ages and skills. Our environment is very different from a school due to these diversities.

Patience, genuinely caring about young people, and creativity, combined with a commitment to hard work and challenges, will serve you well.

We want to sneak in learning, provide tons of basic nurturing, have fun, and keep the chaos managed.

What will I do in the hours outside of program?

There is a suprisingly lots to do to keep HVCC running smoothly.

Preparing engaging and program-appropriate activities, maintaining a safe, inviting, and clean facility, professional development and team building, and lots of food are some of the many ways we spend our days.

The variety of activities is challenging and exciting. It can be hard to compartmentalize all of the job, but it keeps it fresh and new.

Can my children attend work with me?

We encourage family participation in our programs. All school aged children are welcome in the HVCC programs!

We hope to spend time with your family in many settings throughout your HVCC career, but we do not provide daycare for pre-school aged children or out of program hours.

Will I have to ride in the HVCC vans or on a bus?

Will I need to drive the HVCC vans?

Program staff are all needed on field trips and offsite events. Proper supervision is as important during transportation as at the event

There are trainings and insurance requirements for all drivers. We would not expect this without it being mutually agreed upon.

What if I don't have all of the trainings/know all of the things?

We want to know you are committed to the organization and the community. We are happy to provide training and classes so that you can be as successful as possible at your position. There are many one time and annual trainings mandated by the state and required by HVCC and we will all be learning and growing from these together.

Are there any key organization components to be aware of?

- We believe in the power of food at HVCC. It is an important component of the staff and of the youth programs.
- We are committed to our community at large and work to support our partners and businesses through all that we do.
- We are committed to fair and consistent behavior policies and utilize restorative justice practices with our participants
- We are always growing and changing. This means you will have the opportunity for growth and advancement...it also means energy and motivation are very important!